



United States District Court, Northern District of New York

100 S. Clinton St.

Syracuse, NY 13261

www.nynd.uscourts.gov

Announcement Number: 17-DC-03

VACANCY ANNOUNCEMENT

Position:	IT Systems Technician <i>(More than one position may be filled)</i>
Location:	Albany, New York
Starting Salary Range:	\$32,761 - \$45,366 (Classification Level 23 - 24)
Promotional Target:	up to \$65,162 (Classification Level 25)
Status:	Full Time, Temporary - 1 year appointment. <i>(Position may be extended based upon availability of funds.)</i>
Opening Date:	February 1, 2017
Closing Date:	March 1, 2017
Projected Start Date:	May or June 2017

Introduction:

The IT Systems Technician is a member of the information technology team and performs various end user support activities. The incumbent provides day-to-day support and training for end users, installs and configures computer hardware and software programs, and performs routine troubleshooting. The position will be located in Albany and will report to the IT Supervisor. Occasional travel to other Court offices is required. The Court has staffed locations in Syracuse, Albany, Utica and Binghamton. The Court also services a part-time magistrate judge at Plattsburgh, New York. Occasional evening, weekend, and holiday work is necessary. Physical effort may be involved in moving, connecting or troubleshooting equipment. Manual labor will be required along with the ability to lift 50 pounds.

Summary of Representative Duties and Responsibilities:

1. Provide day-to-day end user support and assist with training staff in WordPerfect, Lotus Notes, Microsoft Office, Adobe Acrobat, and national and customized applications.
2. Distribute and install new hardware, including, but not limited to, PC hardware, laptops,

printers, and mobile devices.

3. Install and configure new software applications. Troubleshoot routine PC equipment and software problems.
4. Provide assistance with IT-related upgrades in the area of cabling, fiber optics, satellite communications, voice, video conferencing, audio-visual and courtroom technology.
5. Perform other IT related duties as assigned.

Qualifications:

To qualify for the classification level 23, applicants must have a high school diploma or equivalent with two years of generalized experience. To qualify for the classification level of 24, applicants should have at least two years of specialized experience.

Preferred Skills:

Education above the high school level from an accredited institution is preferred. Applicants should possess strong communication and problem-solving skills. Experience using automated systems to perform tasks, manage information and customer service skills are a plus.

Additional Information:

Applicants must be U.S. citizens or eligible to work in the United States. Employment is subject to a satisfactory background investigation, including an FBI fingerprint and criminal records check. Unsatisfactory results may result in termination of employment. The Federal Financial Management Reform Act requires direct deposit of federal wages. The individual selected for this position must sign up direct deposit for payment of salary.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States District Court are Excepted Service Appointments. Excepted Appointments are “at will” and can be terminated with or without cause by the Court.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

Benefits:

Benefits include 13-26 days of annual leave, 13 days of sick leave, 10 paid holidays per year, immediate enrollment in a matching Thrift Savings Plan, pre-tax programs, and insurance plans (i.e., health, life, vision, dental, disability, and long-term care).

Application Process and Deadline:

Send cover letter and resume on or before March 1, 2017 to:

U.S. District Court

Attn: Human Resources

100 S. Clinton Street

Syracuse, NY 13261

or email to: itservicestech@nynd.uscourts.gov

*Only those applicants selected for an interview will be contacted. **No phone calls please.** Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses.*

The United States District Court, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement or to fill the position earlier than the closing date. Any of which may occur without prior written notice.

If a similar position within the District Court Clerk's Office opens within 60 days of the closing date of this announcement, applicants under this announcement will be considered without further advertisement and competition.

This Court is an Equal Opportunity Employer.